

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Agency  
Number

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0231461	10. Budget Program Number EA 29505	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Independent Living Child Protection Specialist	
3. Division Family Services			12. Proposed Class Title	
4. Section Prevention and Protection Services	For  Use  By  Personnel  Office	13. Allocation		
5. Unit Independent Living		14. Effective Date		
6. Location (address where employee works)		15. By	Approved	
City County		16. Audit Date: By: Date: By:		
7. (circle appropriate time) Full time Perm Inter. Part time Temp. %				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:		

Position  
Number

## PART II – To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Ginger Bouza	Social Worker Supervisor	K0225515

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Ginger Bouza	Social Worker Supervisor	K0225515

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position receives written or verbal instruction from the Independent Living Supervisor to perform work assignments. This position is given a great amount of latitude in prioritizing and completing work assignments. Most tasks are performed independently or with minimal supervision. Work requires initiative, discretion and the ability to make independent judgements regarding urgency of a situation and/or its sensitivity and requires careful interpretation. Requires the ability to carry out program goals as set out in the Prevention and Protection Services Policy and Procedure Manual in a timely manner. Must maintain professional standards.

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21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
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1. 50%	E	Works with eligible young people age 15-23 to plan organize, and direct independent living services in accordance with agency policies and procedures. Participates in case transition planning meetings to assist young people age 15 years and older with transitioning from foster care to independent living. Coordinates independent living services with the young person receiving services, supportive adults, community advisors, DCF staff, and other community providers. Contacts are made at least monthly by telephone or face to face in the office, or in home or social media and texting. Maintains documentation of youths' participation and progress in the independent living program. Facilitates payments of school fees, tuition, and room and board. Helps youth apply for medical coverage through the Aged Out Medical Program. Takes necessary steps to complete the process for ETV and Chafee funds for youth. Processing includes utilization of SMART system to help Region process individual payments and responsible/appropriate use of agency Procurement Card. Assesses and helps facilitate any services the youth or their immediate family may need to maintain a safe living environment in the community. This position will participate in team meetings, working collaboratively to find solutions to customer problems and completing work assignments in a timely manner. This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the client as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a family centered approach in exploring positive outcomes. Maintain accuracy of information in the independent living program financial database SSIS.
2. 20%	E	Assesses eligibility of youth 15-21 years of age for independent living services. Assessments may be completed in the office, in the individuals' home settings, or other locations mutually agreed upon by the young person and worker. Assists each eligible young person to assess and identify the youth's strengths and needs in order to determine appropriate independent living services to transition the youth to adulthood. Maintains knowledge through training and professional development about emotional and physical development of adolescents and young adults. Uses such knowledge to help address needs unique to young people affected by being in foster care. Works with youth to develop individual self-sufficiency plans which may include securing safe housing; seeking employment; checking for credit history; accessing community resources; finding medical providers and services; and assistance with school enrollment, which may include completing the FAFSA and applying for scholarships.
3. 20%	E	Provides consultation and training to DCF, Department of Corrections (youth), contractor staff, and community partners regarding the independent living program. Plans and coordinates with other DCF and community programs to best meet youths' needs. Advocates for young people who are referred to the Independent Living Program. Maintains area independent living statistics for state and federal reporting purposes. Prepares and submits statistics monthly or as requested. Plans individual case expenditures so as to appropriately manage regional allocation of Chafee and ETV funds.
4. 10%	E	Attends individual conferences with the supervisor, agency staffing's, unit meetings, and other team meetings as required. Attends planning meetings with providers and other state coordinators. Attends orientation sessions and training workshops as planned, recommended or approved by the supervisor for the purpose of learning or improving knowledge and skills. Assists with other Division/Program needs as directed by Supervisor.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
 ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
 ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
 (X) Major program failure, major property loss, or serious injury or incapacitation.  
 ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to provide services to youth could negatively impact their ability to successfully transition to adulthood. Failure to keep statistics and provide documentation could adversely affect state and/or federal funding.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts with DCF Prevention and Protection Services staff and youth served will occur on a daily basis. Contact with independent living providers, contractor staff, and Community advisors will occur very frequently. The purpose of these contacts is to encourage participation in the independent living program, to coordinate independent living services, and to develop resources/opportunities in the community.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Discomforts and hazard exist due to exposure to weather conditions. Contacts with dangerous and hostile clients pose threats to health and safety. Entering homes and other environments that may be dirty, cluttered, possibly infested with bugs and rodents and/or offensive odors. There are also hazards associated with having to ascend and descend stairs. The potential exists for normal travel hazards associated with automobile travel in the assigned Region or across the State.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment.

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Licensed Behavioral Sciences Regulatory Board (BSRB) professional as determined relevant by the agency. Must have license at the time of hire.

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Education or Training - special or professional

**Preferred** - One or more of the following:

Bachelor's in Social Work (Licensed Social Worker)

Master's in Professional Counseling (Licensed Professional Counselor)

Master's in Marriage and Family Therapy (Licensed Marriage and Family Therapist)

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Licenses, certificates and registrations

Valid Driver's License (must maintain valid driver's license throughout employment)

Licensed Professional (must maintain license throughout employment)

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Special knowledge, skills and abilities

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Experience - length in years and kind

Experience with foster care and adoption services; Knowledge of crisis intervention techniques.

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## 28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date